

Opening Date: 8/7/2014  
Closing Date: Until Filled  
Work Location: Austin, Texas  
Posting Number: 14-86  
Monthly Salary: \$4,375  
Group/Class: B21/2151  
Travel: 10%  
Division: Regional Water Planning and Development  
Number of Positions: 1  
Position Number: 1478

## JOB VACANCY NOTICE

### Engineer I

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, or via email  
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142  
Equal Opportunity Employer*

### **Job Description**

Responsible for monitoring, coordinating, and managing state and federal financed municipal water and wastewater infrastructure projects. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **Essential Job Functions**

- Monitors, coordinates, and manages state-finance municipal water and wastewater infrastructure projects.
- Reviews applications for financial assistance, engineering feasibility reports, construction and engineering contracts and construction plans and specifications.
- Works closely in a team setting with engineering consultants, and representatives of federal, state and local governments during the course of each project.
- Prepares written reports, memoranda's, and letters related to work activities.
- Maintains and utilizes various databases.
- Performs other related tasks as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Engineering from an accredited four-year college or university, preferably Civil, Environmental, or Agricultural Engineering. Experience and education may be substituted for one another on a year-for-year basis.
- Five years of full-time engineering experience.
- Texas Professional Engineer's License.

### **Knowledge, Skills, and Abilities**

- Knowledge of design criteria, permitting, water planning and state/federal programs.
- Knowledge of planning, design, and construction of municipal water treatment, storage, and distribution systems and wastewater treatment plants and collection systems.
- Ability to effectively communicate both verbally and written to include the ability to work effectively with a variety of individuals in a team setting.
- Ability to utilize word processing, database and/or spreadsheet software.
- Ability to prepare written memos for Board mail outs and to communicate projects to the Board in a public setting.
- Ability to organize and plan workloads.
- Ability to apply initiative and decision making in a professional capacity with minimal supervision.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

## Job Vacancy Notice (cont.)

Posting number 14-86

### **Remarks**

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.